

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Immediate Resignation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately. After careful consideration, I have decided to pursue a different career path that aligns more closely with my long-term goals.

Working at [Company's Name] has been an invaluable experience, and I truly appreciate the opportunities I've had to grow and develop professionally. I am grateful for the support and encouragement from my colleagues and management during my time here.

Please let me know how I can assist during the transition period. I wish you and the team all the best in the future.

Thank you for everything.

Sincerely,

[Your Name]